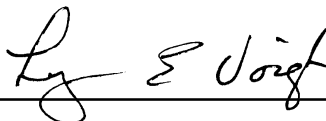


For: County Offices

FLP Training Meeting

Approved By: Acting State Executive Director

LEF:LEV:lv



1 Overview

A

Background

Training on a variety of Farm Loan Program (FLP) subjects was announced with the issuance of Oregon Notice GEN-93. After issuance of the Notice, however, it became necessary to postpone the appraisal training and the concurrent administrative appraisal review training sessions that had been planned.

Since training will also involve hands-on use of assigned laptop computers, instructions also need to be provided to assure that each participant's laptop is properly configured, and required software and necessary program files are properly installed.

B

Purpose

The purpose of this Oregon Notice is to:

- amend and supplement Oregon Notice GEN-93
- provide a tentative agenda for the FLP Training meeting
- specify which FSA employees should attend the revised training meeting
- assure that laptops with properly configured software and necessary program files are brought to the training meeting with participants.

Disposal

Distribution

October 1, 2002

STO, DD, COR, COC, COF - Including Farm Loan Programs

09-05-02

Page 1

2 Training Information

A

Training Meeting

The FLP Training meeting will be held September 17 – 19, 2002 at the Holiday Inn Express located at 20615 Grandview Drive in Bend, OR.

The FLP Training meeting will begin promptly at 8:00 am on Tuesday, September 17, 2002, and will adjourn by 12:00 noon on Thursday, September 19, 2002.

The FLP Training meeting will include training on the revised Emergency (EM) loan program, credit provisions of the new Farm Bill, processing guaranteed loan loss claims, general direct loan servicing issues, Farm Credit Services' Ag-Vision program, the outcome of Oregon's Quality Assurance Review, and other general topics of interest to those in attendance.

A tentative agenda for the FLP Training meeting is attached as Exhibit 1.

The appraisal training session previously scheduled for the afternoon of Wednesday, September 18, 2002 has been cancelled, and the concurrent Administrative Appraisal Review breakout session previously scheduled for Thursday, September 19, 2002 has been cancelled.

B

Training Attendance

Unless a scheduling conflict exists, all DDs, FLMs, FLOs, FLOTs, COTs, the Douglas County and Coos-Curry County CEDs, and the COR, should attend the FLP training session.

All CEDs are encouraged (but not required) to attend the FLP Training session to help meet their responsibilities listed in Part 6 of FSA Handbook 16-AO. In addition, attendance by those CEDs interested in eventually pursuing a delegation of loan approval and servicing authority is highly recommended. Regardless of this encouragement, CEDs still need to obtain concurrence from their DDs before attending.

NOTE: CEDs previously planning on attending the FLP Training meeting for the sole purpose of receiving administrative appraisal review training are no longer required to attend this FLP training meeting.

Continued on the next page

2 Training Information, *Continued*

C

Lodging and Hotel Information

Training meeting will take place at the Holiday Inn Express, located just North of Bend, Oregon on the West side of Highway 97.

The hotel phone number is: 1-888-919-7666 or (541) 317-8500.

The hotel address is: 20615 Grandview Drive, Bend, OR 97701.

Training participants needing lodging accommodations need to make their own arrangements and reservations. The hotel held a block of rooms for FSA training participants until Monday, August 19, 2002, and released the remaining rooms in the block for open reservations after that date. All reservations at the training facility should have been made by now.

D

Mileage and Per Diem

Government vehicles should be used for travel when available. Mileage is authorized for all employees. Carpooling is encouraged.

Per diem rates for the training meeting is shown in the following table:

Location	Maximum Lodging	Meals and Incidental Expense	Total
Bend, OR	\$69.00	\$38.00	\$97.00

3 Action

A

STO Action

The FLP staff in the STO has posted an Excel spreadsheet file bearing the name GuarLoss.xls to the Farm Loan page of the Oregon FSA website at <http://www.fsa.usda.gov/or/>.

This Excel spreadsheet file is being posted to the Oregon FSA website so that training participants can download the file, and save it to both a 3 ½" floppy diskette and a hard drive folder on the participant's laptop computer set up in connection with this training session.

Continued on the next page

3 Action, *Continued*

B

Participant Action in Downloading and Copying Excel Spreadsheet File

All training participants need to have access to and use of a laptop computer for portions of the training meeting. Prior to the FLP Training meeting, all participants need to download an Excel spreadsheet file that will be used during the training meeting, and make a backup copy, as follows:

Step	Action
1	First, a folder will need to be created to save the Excel spreadsheet to. On the Desktop, click Start , open Programs , and open Windows NT Explorer . Open the C:\drive, double-click the Home folder, and click the folder showing the laptop user's <i>name</i> , (i.e., john.doe). On the menu bar, click File , choose New , and select Folder . Name the new folder Guar_Loss and press Enter .
2	A new folder should now appear under the C:\Home\name folder with the folder name Guar_Loss . When it does, click File on the menu bar, and click Close . The Guar_Loss folder now exists to store files.
3	Access the Oregon FSA website at http://www.fsa.usda.gov/or/ .
4	Click on Programs under the Services/Programs heading, then click Farm Loan in the left-hand navigation column, (or use this hyperlink http://www.fsa.usda.gov/or/farmloan.html to get to the Farm Loan page). A go to GuarLoss.xls message can be found.
5	Click Click Here on the GuarLoss.xls message. A new window will open.
A	If the window provides a security hazard warning, and asks "what do you want to do with this file," choose Save it to disk , and click OK .
B	If a Microsoft Excel window opens with a security warning about macros, click Yes . An Excel spreadsheet will be displayed. On the menu bar, click File and choose Save As .
6	At the Save As dialog box, in the Save in box, select (C:). Use the drop down arrow to locate this entry if it does not appear. When it appears, double-click the Home folder, double-click the folder showing the laptop user's <i>name</i> , (i.e., john.doe), and double-click on the Guar_Loss folder shown in the open window. Guar_Loss should appear in the Save in box. In the File name box, type GuarLoss.xls , and in the Save as type box, the entry should be All Files (*.*) or Microsoft Excel Workbook (*.xls) . Use the drop down arrow to locate one of these entries if they do not appear.
7	Click Save . The GuarLoss.xls file is now being saved to the Guar_Loss file folder under the C:\Home\name folder of the computer. When the download is complete, click File on the menu bar, and click Close .
8	To make a backup copy of the GuarLoss.xls file, insert a formatted 3½ inch diskette into the 3½ Floppy (A:) drive. On the Desktop, click Start , open Programs , and open Windows NT Explorer . Open the C:\Home\name folder, and double-click on the Guar_Loss folder in the open window. The GuarLoss.xls file should appear in the Contents of the C:\Home\name\Guar_Loss portion of the window.
9	Click and hold the GuarLoss.xls file, and drag it to the 3½ Floppy (A:) drive shown in the All folders portion of the window. Release the click. A copy of the GuarLoss.xls file will be saved to the diskette. When copying is complete, click File on the menu bar, and click Close . Remove the diskette from the 3½ Floppy (A:) drive, and place it in the laptop carrying case for use at the meeting.

Continued on the next page

3 Action, *Continued*

C

Participant Action in Printing the Emergency Loan Calculations User Guide and Downloading the FSA 1945-26 Excel Spreadsheet File

Prior to the training meeting, all participants must have downloaded the Excel based FLP EM Excel Spreadsheet FSA1945.xls file to their laptop computers, and printed the instructions for using it, following the instructions provided in Web Application Transmittal No. 9 released on April 1, 2002.

If the ELCguide.doc instructions have not been printed, or the FLP EM Excel Spreadsheet FSA1945.xls file has not been downloaded and set up on the laptop computer in accordance with Web Application Transmittal No. 9, use the following guidance to do so before bringing the laptop to the meeting:

Step	Action
1	First, a folder will need to be created to save the EM Excel Spreadsheet FSA 1945.xls file to. On the Desktop, click Start , open Programs , and open Windows NT Explorer . Open the C:\drive, double-click the Home folder, and click the folder showing the laptop user's <i>name</i> , (i.e., john.doe). On the menu bar, click File , choose New , and select Folder . Name the new folder EM_Calcs and press Enter .
2	A new folder should now appear under the C:\Home\name folder with the folder name EM_Calcs . When it does, click File on the menu bar, and click Close . The EM_Calcs folder now exists to store files.
3	Select either Microsoft Internet Explorer or Netscape browser to access the FSA Intranet.
4	Enter or use this hyperlink http://intranet.fsa.usda.gov/releases/ELCguide.doc to access the Emergency Loan Calculations Users Guide.
5	Double-click to open and print the ELC User's Guide.
6	Enter or use this hyperlink http://intranet.fsa.usda.gov/releases/FSA1945.xls to access the Form FSA 1945.xls spreadsheet application.
7	Double-click to open, and an Excel spreadsheet will be displayed. On the menu bar, click File and choose Save As .
8	At the Save As dialog box, in the Save in box, select (C:) . Use the drop down arrow to locate this entry if it does not appear. When it appears, double-click the Home folder, double-click the folder showing the laptop user's <i>name</i> , (i.e., john.doe), and double-click on the EM_Calcs folder shown in the open window. EM_Calcs should appear in the Save in box. In the File name box, type FSA1945.xls , and in the Save as type box, the entry should be All Files (*.*) or Microsoft Excel Workbook (*.xls) . Use the drop down arrow to locate one of these entries if they do not appear.
9	Click Save . The FSA1945.xls file is now being saved to the EM_Calcs file folder under the C:\Home\name folder of the computer. When the download is complete, click File on the menu bar, and click Close .
10	Create a shortcut for the Form FSA 1945-26A Excel worksheet following the instructions provided in Subparagraph 3 B of the Emergency Loan Calculations Users Guide.
11	Create a new folder to save Form FSA 1945-26A worksheets in following the instructions provided in Subparagraph 3 C of the Emergency Loan Calculations Users Guide.
12	Place the printed copy of the Emergency Loan Calculations Users Guide in the laptop carrying case for use at the meeting.

Continued on the next page

3 Action, *Continued*

D

**Participant Action
In Bringing
Required Training
Equipment**

All participants need to bring the following equipment or training aids with them to the FLP Training meeting:

- a laptop computer prepared as indicated in Subparagraphs 3 B and C
 - the power source for the laptop computer
 - a backup 3 ½ Floppy diskette copy of the GuarLoss.xls file
 - a printed copy of the Emergency Loan Calculations Users Guide
 - a surge protector or isobar that has an extension cord
 - a hand-held pocket calculator.
-

E

**Participant Action
in Being Prepared**

Prior to the FLP Training meeting, participants need to review and become familiar with:

- the revised EM Loan regulations contained in FSA Handbook 3-FLP
- the instructions for using the FLP EM Loan Calculations worksheet contained in the Emergency Loan Calculations Users Guide
- the guaranteed loss claim regulations contained in Paragraphs 358 through 362 of FSA Handbook 2-FLP, and the forms referenced in them.

Participants should also advise the Farm Loan Programs Section in the STO of any specific issues, subjects, or questions they would like to have addressed during the general work session of the training meeting.

4 Contacts

A

District Director

Direct questions about authorization for attendance, and other similar matters to your DD.

B

STO Contacts

Direct questions concerning the following subjects to the designated contacts:

- Connie Tucker or Marjorie Crooker for questions concerning the motel, training site, or facilities
 - Lynn Voigt or Bob Perry concerning specific details of the subject matter or materials to be presented during the training meeting.
 - Jill Thompson or Kirk Metteer concerning Web Application Transmittal No. 9, downloading the Intranet-based Web documents and applications explained in it, creating the shortcut and file folder, or other computer or automation issues.
-



Farm Loan Programs Training
September 17 – 19, 2002
Bend, Oregon

Farm Service Agency	<u>Date and Time</u>	<u>Subject</u>	<u>Presenter</u>
	<i>Tuesday, September 17</i>		
	8:00 am - 8:30 am	Opening Remarks	Frey
	8:30 am - 10:00 am	EM Overview	Voigt
	10:00 am - 10:15 am	BREAK	
	10:15 am - 11:45 am	EM Quiz	Perry & Voigt
	11:45 am - 12:45 pm	LUNCH	
	12:45 pm - 2:30 pm	Automation	Perry
	2:30 pm - 2:45 pm	BREAK	
	2:45 pm - 4:30 pm	EM Examples	Perry
	<i>Wednesday, September 18</i>		
	8:00 am - 10:00 am	Farm Bill Changes	Voigt
	10:00 am - 10:15 am	BREAK	
	10:15 am - 11:45 am	Guaranteed Loss Claims	Perry
	11:45 am - 12:45 pm	LUNCH	
	12:45 pm - 2:30 pm	Servicing Issues	Perry & Voigt
		➤ Conveyances	
		➤ Release of Liability	
		➤ Voluntary Liquidation	
		➤ Debt Set-Aside	
	2:30 pm - 2:45 pm	BREAK	
	2:45 pm - 3:30 pm	FCS – Ag Vision Program	Knopp
	3:30 pm - 4:30 pm	Miscellaneous Topics	Perry & Voigt
		➤ QAR Results & Findings	
	<i>Thursday, September 19</i>		
	8:00 am - 10:00 am	Loan Making Items Discussion	Perry
		➤ Processing Guide Review	
		➤ State Price List Review	
	10:00 am - 10:15 am	BREAK	
	10:15 am - 12:00 am	General Work Session	Perry & Voigt